INDRAPRASTHA POWER GENERATION COMPANY LIMITED
&
PRAGATI POWER CORPORATION LIMITED
(Policy Dept., RPH Complex, Rajghat, New Delhi-2)

Mgr(HR)/Pol./2016-17/11

Dt. 27.04.2016

CIRCULAR

Sub.: Policy Guidelines to process the request of employees for N.O.C. for acquiring additional educational qualification.

The Board of Directors of IPGCL and PPCL vide its resolution no. 78.4.1 and no. 75.4.1 respectively dated 26.12.2015 have approved the guidelines to process the request of employees for N.O.C. for acquiring additional educational qualifications.

GUIDELINES

On the recommendation of the Committee dated 31.08.2015, the following guidelines has been approved by BoD:-

a) Prior permission is required for pursuing higher studies by serving employee in case he/she wants to include such additional qualification in their service record. However, employees can pursue any course for knowledge sake beyond office hours without disturbing official duties. However, such qualifications obtained without seeking prior permission will not be added in their service records or considered for departmental promotions.

b) Before seeking permission, employee shall confirm the recognition status of the course/university/institute and the territorial jurisdiction of the university. The courses should also have the approval of AICTE/UGC, wherever required. Official may obtain a document to prove this point from the concerned University.
c) Employee may preferably opt for Central Universities which have territorial jurisdiction throughout the country. In case of State Universities and private and deemed universities, the employees should keep in mind the guidelines issued by the DEB / UGC in the matter from time to time. However, employees are advised not to enroll for the courses being conducted by the private universities/institutions as a matter abundant pre-caution.

d) While granting permission for pursuing higher studies, the concerned HR department will also confirm the recognized status of the course/university. The course/university should have recognition for the academic year in which the official is seeking admission and subsequent expiry of recognition during the conduct of the course will not affect the validity of the course.

e) Such permissions will be granted on the following conditions:-

- The official’s appearance in the examinations and contact classes should be without detriment to the efficient discharge of his/her official duties and it will not entitle him/her to leave office at any particular time/day.

- On occasions regarding their presence in office beyond office hours, they will stay in office till the time required without any objection and will forego their classes if warranted in public interest.

- The department will accept no responsibility for their failure to complete the percentage of compulsory attendance prescribed for the course, if any, on this account.

- The permission will not entitle the official to claim leave for the preparation of examination. Leave, if any, required for appearing in examination will be sanctioned subject to the time and exigencies of work and as per job requirement.
• The permission may be revoked at any time without assigning any reasons.

• The permission is only for normal duration of the respective course and if the course is stretched beyond normal duration, the official has to seek a renewed permission within appropriate time.

• As soon as the official is enrolled for the course, the official should produce a copy of enrollment letter or identity card issued by the University indicating the date of enrollment and duration of the course.

• The entry of such degree/acquired higher qualification in the service record will be made by concerned HR Department within a period of one month after receiving the written request from the employee and on production of original certificate issued by the University / Institute and with the approval of Director – HR. In case of provisional certificate, original mark sheets of all semesters should also be produced to add the qualification in service record. However, in such cases the official has also to produce original degree certificate as soon as it receives from the university but not later than two years from the date of acquiring such qualification.

• Such addition of qualification based on the documents produced by the official will be without prejudice to the department’s right to verify the authenticity of such documents directly from the issuing authority.

In case, if any employee enrolled before 27.06.2013 and represented the case after the BoD decision then that case will be submitted to Director – HR for taking a decision in line with BoD approval and accordingly BoD delegated the power to Director – HR, IPGCL/PPCL on the above issue.
However, courses are to have the necessary approval of UGC/AICTE/Statutory authority as required by law/guidelines as detailed above.

The above mentioned guidelines are implemented in IPGCL / PPCL w.e.f. 26.12.2015 (i.e. the date of approval by BoD).

(Kapil Parihar)
DM(HR)Policy

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- Sr. PS/PS to M.D.
- Sr. PS/PS/Sr. PA to all Directors
- Sr. PS/PS/Sr. PA to all ED's
- Sr. PS/PS/Sr. PA to all GM's
- Sr. Mgr(IT) – with a request to upload in company website for wide circulation.
- All Manager – HR/ DM-HR /DM(LW)
- All Notice Boards